

Town of Newport, NH Heritage Commission

APPLICATION FOR CERTIFICATE OF APPROVAL INSTRUCTIONS

1. Approval required for:
Buildings, signs, use of land or buildings and structures (such as, but not limited to, poster panels, exterior lights attached to a building or free standing; walks, curbs; driveways; parking areas; guard rails; fences over 6 feet high; fountains; site and street furnishings; seating; tables; pre-fabricated shelters and planters; trash and litter receptors).
2. Design Criteria:
Colonial, Victorian, Federal, or of another design appropriate to the Common.
3. Copies Required:
 - Submit one (1) copy of the Application.
 - Submit two (2) copies of each item listed below under Paragraph 4.
 - One (1) copy of renderings may be submitted and will be returned to the Applicant at the discretion of the Commission.
4. Submittals Required:
 - 4 -1. Scope of Project: A brief description of the purpose and extent of the proposed work.
 - 4 -2. Site Plan: drawn to scale and accurately locating the building or structure, the property lines, highway rights-of-way, easements, deed restrictions, and all other pertinent information.
 - 4 -3. Drawings: Plans, elevations, and details drawn to scale and clearly showing the intent of the proposed work, including materials and surface finishes.
 - 4 -4. Specifications: Outline the materials proposed, including type and color.
 - 4 -5. Photographs (Optional)
 - 4 -6. Samples (Optional)
 - 4 -7. Other information when necessary to clearly describe the project.
 - 4 -8. Signs: Shall comply with all requirements of the Zoning & Historic District Ordinances; include on the drawings the style of lettering and wording; indicate colors.
5. References:
 - 5 -1. Historic District Ordinance, Town of Newport, NH, including maps of each district; effective March 11, 1980 and October 15, 1996
 - 5 -2 Zoning Ordinance, Town of Newport, NH, amended May 8, 2012

Note: This appendix is for the Applicant's use in filing the Application only, and is not a submittal.

Heritage Commission
Town of Newport, New Hampshire
APPLICATION FOR CERTIFICATE OF APPROVAL

Date: _____ Map: _____ Lot: _____

Applicant: _____ Zoning District: _____

Name: _____ Tel# _____

Address (town, city, zip): _____ Optional Email: _____

Location of Property:

Historic Property Name & Address: _____

Tax Map and Lot #: _____

Ownership of Land, Buildings and/or Structures on Land:

Name: _____ Tel# _____

Address: _____

Proposed Work:

- ___ Erection (new construction)
- ___ Reconstruction
- ___ Alteration
- ___ Restoration:
 - To Restore Appearance to that:
 - ___ of time of happening of historic event
 - ___ when constructed
 - ___ of period later than when constructed
 - ___ typical of period or architectural style
 - ___ Moving
 - ___ Demolition
 - ___ Other (Describe) _____

Attachments (*Optional):

- ___ Scope of Project
- ___ Site Plan
- ___ Drawings
- ___ Specifications
- ___ Photographs*
- ___ Samples*
- ___ Rendering(s)
- ___ Signs*
- ___ Building Permit Application
- ___ Other (Describe) _____

_____ **\$25.00 filing fee** + postage for applicable abutters made payable to Town of Newport required with this application.

Please submit this application to the Office of Planning & Zoning, 15 Sunapee Street, Newport, NH 03773. The Heritage Commission reserves the right to require additional information if necessary to make an informed judgment.

This certifies the information in this application is complete and true to the best of my knowledge.

Submitted by: _____ Title: _____

DO NOT WRITE BELOW THIS LINE – COMMISSION’S USE ONLY

Date Received: _____ ___ Approved ___ Not Approved
Date of Decision: _____ Reason Not Approved: _____
Heritage Commission: _____
By _____